

Official Record Copy
Office of Personnel

OP MEMORANDUM NO. 1-14-30
15 May 1981

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT: Reorganization of Incentive Awards Branch, Benefits and
Services Division

STAT

1. Effective 4 May 1981, the Honor and Merit Awards function of
Incentive Awards Branch was redesignated the Protocol Branch.

2. The newly designated Protocol Branch will be responsible for
administration of the Agency's Honor and Merit Awards Program, the
Intelligence Community Awards Program, and reporting and control of foreign
gifts and decorations. In addition, the Protocol Branch will provide advice
and assistance on special ceremonies and events as directed by the Director
of Personnel.

STAT

3. The Protocol Branch is located in Room 7E-31 Headquarters Building.
(These are
the same numbers used by the former Honor and Merit Awards Staff.)

4. Incentive Awards Branch, as a separate entity, will continue to be
responsible for the suggestion program, Special Achievement and Exceptional
Accomplishment Awards, and patents and inventions.

Acting Director of Personnel

OPM 13-81

STAT